



CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 926588915
www.newportbeachca.gov | (949) 644-3200

SETBACKS AND TOP OF SLAB/FLOOR
ELEVATION CERTIFICATE

The purpose of this certificate is to insure that the structure is located properly on site per the approved drawings. See City Policy [Admin 302.3](#) for additional information. This certificate also verifies the top of slab/floor elevation noted on the approved drawings. For buildings in the special flood hazard area an additional FEMA Elevation Certificate may be required, see [Admin 17](#) for additional information.

After the top of slab/floor elevation is verified to match the elevation specified on the approved drawings, the contractor and inspector can measure the height of the structure to the top of slab/floor to verify that it is equal or less than the dimension shown on building sections and elevations.

This form must be filled out by a registered surveyor or civil engineer authorized to perform surveys. The survey must be done after the concrete forms are in place or preferable after the concrete slab is poured or raised floor is built, but prior to starting wall framing.

Engineer/Surveyor's Name _____ License # _____

Engineer/Surveyor's Address _____

Job Address _____

Setbacks: Sketch a site plan and specify surveyed setbacks (use back page).

* Top of slab/floor elevation: _____

* If slab/floor elevation varies, sketch a plan or section through slab on the back page and specify the elevations. Use same datum used in the survey of record.

I certify that the setbacks are ☐, are not ☐, per City approved plans. Describe any deviations from plans: _____

I certify that top of slab/floor elevation(s) is ☐, is not ☐, per City approved drawings. Describe any deviations from plans: _____

Date

Engineer/Surveyor's stamp and signature